The Caritas Institute of Community Education (CICE) is a constituent college of Caritas Community & Higher Education Service dedicated to providing quality vocational education and professional training programmes to students and working adults to support their lifelong learning initiatives.

The Institute invites applications for the following post:

Facilities Management Officer (Full-time) (Ref: FMO/CDO/01/2026)
Campus Development Office

Duties include: (1) assist the Head in planning and design for renovation projects; (2) study the existing conditions of school centres for improvement; (3) coordinate with relevant government departments and property management companies for issues of facilities management; (4) obtain quotations for maintenance and repair work; (5) plan and carry out routine checking and inspection of school centres; and (6) monitor contractors in fitting out, reinstatement and defects rectification works.

Candidates should (a) have a Higher Diploma or above in Architectural Studies, Interior Design, Civil Engineering, Building Services, Quantity Surveying, Facilities Management or relevant discipline; (b) have at least three years of relevant experience in interior design, fitting-out or renovation project; (c) have basic knowledge of building regulations; (d) high proficiency in computer software applications, including MS Word, MS Excel and MS PowerPoint. Knowledge of AutoCAD will be an advantage; and (e) be able to work at irregular hours if required.

Application together with detailed resume stating current and expected salaries should be sent by post to: **Finance and Human Resources Office, Caritas Institute of Community Education, Room 337, Caritas House, 2 Caine Road, Central, Hong Kong** or by email to ***recruit@cice.edu.hk*** no later than 27 August 2026**.** Applicants not invited for interview by the end of September 2026 may assume that their applications are unsuccessful.

(All information provided will only be used for recruitment related purposes.)